

**Certified Special Education and Related Special Education Hard-to-fill Positions
Mini-grant scoring rubric**

	Application Questions	Excellent/ thorough	Good/adequate	Inadequately addressed	Missing	Score
		3	2	1	0	
1	Which certified, Special Education position(s) have been a challenge to fill or keep filled?	<p>Narrative clearly identifies specific positions within the district that have been and remain unfilled and includes:</p> <ul style="list-style-type: none"> • Position title and description • Specific schools where the position is needed (if applicable) • How long position has been unfilled • Specific information about student needs in the case of related service positions (how many students require SLP, OT/PT, etc.) 	Narrative generally describes positions that have been and remain unfilled without complete information that identifies specific positions. One or more of the identifying requirements is missing.	Narrative only generally talks about difficult to fill positions without identifying specific positions that are currently unfilled or in danger of being unfilled.		
2	Identify why the position(s) have been a challenge to fill.	<p>Narrative provides specific examples of why position(s) are a challenge to fill, <i>supported by evidence from past experience. For example, candidates for the position have indicated that they would consider the position if it weren't for the remote and rural location of the district.</i></p> <p>Since grant emphasis is on rural districts, evaluator may give added weight to small, rural districts and charters. Narrative provides specific information such as location, population, enrollment.</p> <p>Weight should not be given to district's inability to provide competitive salaries.</p>	<p>Narrative provides examples of why position(s) are hard to fill that are not adequately supported by evidence from experience.</p> <p>Too much emphasis on district's inability to provide competitive salaries.</p>	<p>Narrative provides only generic example of why position(s) are hard to fill but does not provide examples related to specific positions or experiences, or adequate district information re: rural or small districts.</p> <p>Too much emphasis on district's inability to provide competitive salaries.</p>		
3	Explain the types of problems and challenges you have had in trying to fill and/or retain these hard to fill positions.	<p>Narrative provides clear and specific examples of the challenges the district has met in trying to fill and/or retain either</p> <ol style="list-style-type: none"> 1. A specific position 2. A general type of position <p>Examples of challenges:</p> <ul style="list-style-type: none"> • Rural location • Inability to be competitive with neighboring states • Inability to provide educational opportunities 	Narrative provides examples of problems and challenges but, too much emphasis on district's emphasis to provide competitive salaries.	Little or no emphasis tying problems and challenges to specific openings – current or past.		
4	Explain what efforts and/or steps your LEA has taken in the past to	Narrative details specific efforts the district has taken to fill or retain a specific hard to fill positions. Includes	Narrative describes efforts the LEA has taken to fill	Narrative only generally describes efforts or		

	address the problem of hard to fill positions.*	<p>dates and responses/outcomes. Efforts or steps taken could include</p> <ul style="list-style-type: none"> • Advertisements (where placed, dates, level of response) • Announcements within district • Offers of education assistance to existing staff <p>*If the LEA answers NA, narrative describes why no efforts and/or steps have been taken in the past</p>	positions in general but does not provide adequate details re: those steps. LEA answer of NA does not include information about why steps have not been previously taken.	steps taken without any details. LEA answers NA with no other information.		
5	Describe how you would use the awarded funds to help solve the problem of hard to fill positions. <i>Please be specific on how these funds would be used.</i>	<p>Narrative is consistent with answers to all of the previous answers and outlines uses that are reasonable solutions to the problem of specific hard to fill or retain positions. Examples might include:</p> <ul style="list-style-type: none"> • Sign-on stipends • Assistance with moving expenses • Retention bonuses • Assistance with education expenses or tuition for existing staff • Advertising expenses <p>Narrative provides clear justification of amounts. Information provided on how funding will be sustained when grant funds are no longer available should receive added weight.</p>	Narrative not consistent with answers to previous question or details missing or no justification of amounts.	Evaluator determines that use of funds or amounts is not reasonable solution to the problem of a specific hard to fill or retain position.		
6	Identify the retention requirements that will accompany the position? Please state for example: <ul style="list-style-type: none"> a. If there is recruitment or moving expenses what will be the retention requirement set by you LEA for the staff member. b. If a staff member's education expenses are paid for, how long will that staff member be required to commit to employment with the LEA? 	<p>Narrative provides clear outline of retention requirements when funds are used as incentive for filling or retaining a position. Narrative also clearly indicates how the requirements will be enforced and what will be consequences if requirements are violated.</p> <p>Information provided on how retention will be encouraged when grant funds are no longer available should receive added weight.</p>	Narrative outlines retention requirements but no consideration of adequacy or reasonableness.	Retention requirements not consistent with amount of funds requested; enforcement and consequences not clearly outlined in narrative.		

Post Review:

Priority Funding Weights given for the following:

Rural and or Small LEA

1 = New Positions for Related Services (OT, SLP School Psych) and New Special Education Teacher or Director

2 = Retention for Related Services and Special Education Teacher or Director

3 = Other, such as education or certification stipends

Elimination Criteria:

Detected Supplanting Issues

Professional Development and PD associated Costs

Supplies and or Curriculum costs

Multi Year Requests

Amounts exceeding 10k

Non Special Education Related Costs

Mileage Reimbursements